

CG / CMTD Equal Opportunity Programs Checklist

Proponent for Inspection: Equal Opportunity Office

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

STANDARDS: "T"= 90% success rate of evaluated tasks with 8 NO GOs or less. "P"= 70% success rate of evaluated tasks with 24 NO GOs or less. "U"= less than 70% success rate of evaluated tasks with 25 NO GOs or more.

INSPECTION CRITERIA	LEVEL	GO	NO GO	N/A
LEADER INVOLVEMENT:				
1. Is the commander in the EOA's rating scheme? IAW AR 600-20, Para 6-3i (7).	CG / CMTD			
2. Has the commander published separate policy statements for EO, sexual harassment, and complaint procedures and are they posted throughout the command? IAW AR 600-20 Para 6-3i (11).	CG / CMTD			
3. Brigade policy statements forwarded to higher headquarters within 60 days of Commanders assuming command or whenever policy statements are revised? Suppl 1, Para 6-3i (11).	CG / CMTD			
4. Has the commander published a policy statement for Consideration of Others? IAW FLW&MANSCEN CG's guidance.	CG / CMTD			
5. Does the command maintain an EO line and is the telephone number posted throughout the command? IAW AR 600-20 Para 6-3f (2).	CG / CMTD			
6. Are brigade commanders submitting timely and complete QNSR reports (EO Database) not later than the 15 th day of the following quarter and are EOA's actively inputting data into EO Database? Late submissions (2 quarters within SAV evaluation period will be addressed in OIP Out briefing Slides. Suppl 1, Para, 6-16.	CG / CMTD			
7. Does the brigade conduct SAVs to subordinate units and activities on an annual basis? IAW AR 600-20 Para 6-3i.	CG / CMTD			
a) Did the EOA conduct an in and out briefing with Commander or his/her designated representative? Suppl 1, Para 6-3i (9).	CG / CMTD			
b) Were focus groups conducted with subordinated units to assess the command climate? Suppl 1, Para 6-3i (9).	CG / CMTD			
c) Was an official report provided from the Senior Mission Commander or representative to the Brigade Commander within 30 days of the Staff Assistance Visit? Suppl 1, Para 6-3i (9).	CG / CMTD			
8. Did Brigade EOA conduct sustainment with unit EOR's quarterly? IAW AR 600-20, Para 6-3k (22).	CG / CMTD			
9. Does the principal EOA attend command staff meetings? IAW AR 600-20, Para 6-3i (6).	CG / CMTD			
10. Has the principal EOA developed a working relationship with support agencies (i.e. SJA, IG, Chaplain and EEO)? IAW AR 600-20, Para 6-3j (15).	CG / CMTD			
11. Does the command support HQDA recognition programs i.e. EOA of the Year and Civil Rights Meritorious Service Awards (NAACP, FAPAC, FEW, LULAC, and IMAGE)? Are disinterested panels used in the selection process? IAW AR 600-20, Para 6-3j (19) and Para 6-4.	CG / CMTD			
12. Does Brigade EOA keep the commander and the staff informed on human readiness concerns through quarterly EO progress reports analyzing trends of the data and making recommendations to the leadership? IAW AR 600-20, Para 6-3j (6).	CG / CMTD			
EOA / EOR STAFFING:	=====	=====	=====	=====
1. Are EOAs / EORs utilized IAW AR 600-20 and TRADOC guidance? IAW AR 600-20, Para 6-3i (22).	CG / CMTD			
a) Are EOA's / EOR's being assigned duties that may subsequently disqualify them from being impartial or being perceived as impartial or prevent them from performing their primary duties as an EOA? IAW AR 600-20, Para 6-3j (22) (a) (b).	CG / CMTD			
b) Are early EOA release procedures being followed? IAW AR 600-20, Para 6-6d.	CG / CMTD			
2. Are EOAs assigned to the personal or coordinating staff for commanders / commandants at Brigade level? IAW AR 600-20, Para 6-5a (1)	CG / CMTD			
3. Are EORs assigned to each Company/Battery/Troop, and Battalion? IAW AR 600-20, Para 6-31 and Suppl 1, Para 6-31.	CG / CMTD			
4. Are EOA AEA Codes, SQI and EOA position verified on ERB within 30 days of arrival and semi-annually there after? Suppl 1, Para 6-5a (2) (b).	CG / CMTD			

INSPECTION CRITERIA	LEVEL	GO	NO GO	N/A
EQUAL OPORTUNITY ACTION PLANS (EOAP):	-----	-----	-----	-----
1. Does the command have an approved Equal Opportunity Action Plan? IAW AR 600-20, Para 6-14a.	CG / CMDT			
2. Are Commanders providing copies of EOAP to their next higher level command? IAW AR 600-20, Para 6-14c.	CG / CMDT			
3. Does the FLW&MANSCEN EO office have copies of subordinate level EOAP? IAW AR 600-20, Para 6-14c.	CG / CMDT			
4. Are TRADOC EOAP goals number 5, 6, and 7 incorporated within brigade EOAP? TRADOC 600-11, Para 4d (3).	CG / CMDT			
5. Are the goals achievable and measurable? TRADOC 600-11, Para 10.	CG / CMDT			
6. Are the EOAP reviewed annually to assess the effectiveness of past actions, to initiate new actions, and to sustain, monitor, or delete goals already achieved? IAW AR 600-20, Para 14b.	CG / CMDT			
7. Is the command submitting EOAP data and statistics not later than the 15 th day following the end of the quarter? Suppl 1, Para 6-16.	CG / CMDT			
COMPLAINT PROCESSING:	-----	-----	-----	-----
1. Has a formal complaint been files since the last FLW&MANSCEN SAV?	CG / CMDT			
2. Is the GCMCA notified within 3 calendar days of formal EO/Sexual Harassment complaints being filed? IAW AR 600-20, App D-4a.	CG / CMDT			
3. Is the GCMCA provided a progress report 21 days after the date the investigation began and 14 days thereafter until the formal EO/Sexual Harassment case is finalized? IAW AR 600-20, App D-4a.	CG / CMDT			
4. Are EOAs assisting / advising investigation officers throughout the discrimination or sexual harassment investigations? IAW AR 600-20, App D-6d.	CG / CMDT			
5. Are formal EO/Sexual Harassment cases being entered into the EO database within 7 days or before the end of the quarter (whichever is sooner)? Suppl 1, Para 6-16.	CG / CMDT			
6. Are the orders of appointment for the investigative officer enclosed in the investigative report? IAW AR 600-20, App D-6b	CG / CMDT			
7. Were complaint processing timelines met? IAW AR 600-20, App D-5.	CG / CMDT			
8. Did the investigative report include the completed initialed reprisal plan? IAW AR 600-20, App D-4c.	CG / CMDT			
9. Did the investigative report include any written approval by next higher commander for any approved extensions? IAW AR 600-20, App D-6k (8).	CG / CMDT			
10. Did the investigative report include a list of questions developed with the EOA? IAW AR 600-20 App D-6k (4)	CG / CMDT			
11. Did the EOA conduct her/his review prior to the investigation being submitted for the SJA review? IAW AR 600-20, App D-6c and D-6j.	CG / CMDT			
12. Did the EOA conduct a follow-up (DA Form 7279-a) within 30 -45 days following the completion of the report and did the commander sign the form? IAW AR 600-20, App D-10.	CG / CMDT			
13. Was the complaint form (DA 7279) completed correctly and did both the complainant and subject sign it? IAW AR 600-20, App D-7a.	CG / CMDT			
14. Are commanders reviewing causes of why complainants raised unsubstantiated complaints? IAW AR 600-20, App D-7a.	CG / CMDT			
15. Was the case properly prepared, filed and maintained for 2 years from the end of the case? IAW AR 600-20, App D-11b.	CG / CMDT			
16. Are Memorandums for Record prepared for informal complaints? IAW AR 600-20, App D-1a (1).	CG / CMDT			
17. Are Senior Mission Commanders reporting to higher headquarters the number of informal complaints resolved through commander's inquiry and/or AR 15-6 investigating officer in the EO Database? IAW AR 600-20, App D-1a (1).	CG / CMDT			
18. Are commanders providing written feedback to the complaint not later than 14 calendar days after receiving the complaint? IAW AR 600-20, App D-7b (1).	CG / CMDT			
UNIT ASSESSMENTS:	-----	-----	-----	-----
1. Are company/battery/troop commanders utilizing the Command Climate Survey within 90 days of assuming command and annually thereafter? IAW AR 600-20, App E-1.	CG / CMDT			
2. Are company/battery/troop commanders providing feedback to Soldiers within 30 days from the completion of Command Climate Surveys? IAW AR 600-20, Para 6-3i (14).	CG / CMDT			
3. Is documentation forwarded to the installation EO office and retain for 2 years stating feedback was provided? Suppl 1, Para 6-3i (14).	CG / CMDT			

INSPECTION CRITERIA	LEVEL	GO	NO GO	N/A
TRAINING:	-----	-----	-----	-----
1. Are brigade and brigade equivalent, and higher commands conducting annual Senior Leader / Executive-level EO/Sexual Harassment training? IAW AR 600-20, Para 6-15a (4).	CG / CMDT			
2. Are units conducting EO/Sexual Harassment training IAW AR 600-20? Para 6-15a (2).	CG / CMDT			
a). Is EO/Sexual Harassment training properly documented (i.e. training schedule, training files, and EO database)? IAW AR 600-20, Para 6-15a (2).	CG / CMDT			
b). Is EO/Sexual Harassment training small group, discussion based, and interactive? IAW AR 600-20, Para 6-15a (2)	CG / CMDT			
3. Are EO/Sexual Harassment training, command climate surveys, and EOA / EOR staffing briefed at the QTB / SATB? IAW AR 600-20, Para 6-15 ^a (1) (a).	CG / CMDT			
4. Are EOAs afforded the opportunity to receive continuing education (e.g. EOA Training Conference, mediation, facilitation, etc.)? IAW AR 600-20, Para 6-3e (7).	CG / CMDT			
5. Are EORs trained utilizing the 80 hour TSP? IAW AR 600-20, Para 6-3l.	CG / CMDT			
6. Are EOAs conducting sustainment training for subordinate level EORs at least semiannually? Suppl 1, Para 6-3k (10.)	CG / CMDT			
SPECIAL / ETHNIC OBSERVANCES:	-----	-----	-----	-----
1. Do standing committees plan Special and Ethnic Observances? IAW AR 600-20, Para 6-19e.	CG / CMDT			
2. Is adequate funding provided for Special and Ethnic Observances? IAW AR 600-20, Para 6-19c.	CG / CMDT			
3. Are Special and Ethnic Observances adequately publicized? IAW AR 600-20, Para 6-19d.	CG / CMDT			
ADMIN SECTION (Hard Copies and Digital):	-----	-----	-----	-----
1. Did the installation EO Office provide a briefing of their EO program to the TRADOC SAV team? Suppl 1, Para 6-3j (10)	CG / CMDT			
2. Maintain the following reference publications: Suppl 1, Para 6-3k (25)	CG / CMDT			
a) DoDD 1350.2, DoD Equal Opportunity Program (18 August 1995)	CG / CMDT			
b) DoDD 1300.17, Accommodating Religious Practices (3 February 1988)	CG / CMDT			
c). DoDD 7050.6 , Military WhistleBlower Protection (23 June 2000)	CG / CMDT			
d) AR 600-20, Army Command Policy (7 June 2006)	CG / CMDT			
e) AR 690-12, Equal Employment Opportunity and Affirmative Action Plan (4 March 1988)	CG / CMDT			
f) AR 190-24, Armed Forces Disciplinary Control Boards And Off-Installation Liaison and Operations (27 July 2006)	CG / CMDT			
g) AR 210-50, Housing Management (3 October 2005)	CG / CMDT			
h) DA Pam 350-20, Equal Opportunity Training Guide (1 June 1994)	CG / CMDT			
i) DA Pam 600-26, The DA Affirmative Action Plan (23 May 1990)	CG / CMDT			
j) TC 26-6, Commander's EO Handbook (1 April 2005)	CG / CMDT			
k) TRADOC Reg 600-11, Equal Opportunity Action Plan of TRADOC (8 April 2005)	CG / CMDT			
l) FLW Reg 350-6, Initial Entry Training (IET) Policies and Administration (17 July 2002)	CG / CMDT			
m) FLW EOAP, Equal Opportunity Action Plan (8 February 2006)	CG / CMDT			
n) BDE EOAP	CG / CMDT			
o) BDE SOP	CG / CMDT			
INFORMATION BOARD ACCESSIBLE TO ORGANIZATION MEMBERS CONSISTING OF:				
1. Policy Letters (Brigade, Installation, TRADOC) updated with current Commanders.	CG / CMDT			

